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2016 MAR 13 10 02
March 8, 2018

Office of the Maryland Attorney General
Attn: Security Breach Notification
200 St. Paul Place
Baltimore, MD 21202

Re: Atwood & Moore – Incident Notification

Dear Sir or Madam:

McDonald Hopkins PLC represents Atwood & Moore. I write to provide notification concerning an incident that may affect the security of personal information of two (2) Maryland residents. Atwood & Moore's investigation of this incident is ongoing and this notification will be supplemented with any new significant facts or findings subsequent to this submission, if any. By providing this notice, Atwood & Moore does not waive any rights or defenses regarding the applicability of Maryland law or personal jurisdiction.

On October 28, 2017, Atwood & Moore learned that an employee may have been the victim of a business email compromise. On February 9, 2018, the extensive forensic investigation concluded that one Atwood & Moore employee email account had been potentially compromised and that an unknown individual may have had access, via that compromised email account, to personal information belonging to current and former clients. The manual document review concluded that information that was available in the potentially compromised email account included the Maryland residents' name and bank account information.

To date, Atwood & Moore is not aware of any confirmed instances of identity fraud as a direct result of this incident. Nevertheless, Atwood & Moore wanted to make you (and the affected residents) aware of the incident and explain the steps Atwood & Moore is taking to help safeguard the affected residents against identity fraud. Atwood & Moore will provide the affected resident with written notice of this incident commencing on March 9, 2018, in substantially the same form as the letter attached hereto. Atwood & Moore will advise the affected residents to remain vigilant in reviewing financial account statements for fraudulent or irregular activity. Atwood & Moore will advise the affected residents about the process for placing a fraud alert and security freeze on their credit files-and obtaining a free credit report. The affected residents also will be provided with the contact information for the consumer reporting agencies and the Federal Trade Commission, and the Office of the Maryland Attorney General. The residents may contact the toll-free response line with questions regarding the incident.

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Atwood & Moore takes its obligation to help protect personal information very seriously. Atwood & Moore is continually evaluating and modifying its practices to enhance the security and privacy of confidential information, including strengthening its document storage procedures to help prevent similar issues in the future.

Should you have any questions regarding this notification, please contact me at (248) 220-1354 or jgiszczak@mcdonaldhopkins.com.

Sincerely,

A handwritten signature in dark ink, appearing to read "James J. Giszczak", written in a cursive style.

James J. Giszczak

Encl.

Atwood & Moore – Attorneys at Law

Return Mail Processing Center
PO Box 6336
Portland, OR 97228-6336

IMPORTANT INFORMATION PLEASE REVIEW CAREFULLY

<<Mail ID>>

<<Name 1>>

<<Name 2>>

<<Address 1>>

<<Address 2>>

<<Address 3>>

<<Address 4>>

<<Address 5>>

<<City>><<State>><<Zip>>

<<Country>>

<<Date>>

Dear <<Name 1>>:

I am writing with important information regarding a recent security incident. The privacy and security of the personal information belonging to our employees and contractors is of the utmost importance to Atwood & Moore. As such, we wanted to provide you with information about the incident, explain the services we are making available to you, and let you know that we continue to take significant measures to protect your information.

What Happened?

On October 28, 2017, we learned that the email account of an employee of Atwood and Moore was accessed by an unauthorized user. Upon learning of the issue, we commenced a prompt and thorough investigation. As part of our investigation, we worked very closely with external cybersecurity professionals. The extensive forensic investigation concluded that personal employee and client information contained in the affected email account may have been compromised.

What Information Was Involved?

Since completing our investigation and manual document review of the affected email box, on February 9, 2018, we concluded that because an Atwood and Moore employee email account may have been compromised, an unknown individual may have had access, via that compromised email account, to personal information belonging to our employees and clients. The information that was available in the potentially compromised email account included your name, and may also include your driver's license number, bank account number, and/or credit card number.

What We Are Doing.

We have no evidence that any of the information has been misused. Nevertheless, out of an abundance of caution, we want to make you aware of the incident.

What You Can Do.

This letter provides precautionary measures you can take to protect your personal information, including placing a Fraud Alert and/or Security Freeze on your credit files, and/or obtaining a free credit report. Because your bank account and/or credit card account may have been impacted, we recommend that you contact your bank and/or credit card company to inquire about ways in which you can protect your account(s), including whether it is recommended that you obtain new account number(s). Additionally, you should always remain vigilant in reviewing your financial account statements and credit reports for fraudulent or irregular activity on a regular basis.

For More Information.

Please accept our apologies that this incident occurred. We are committed to maintaining the privacy of personal information in our possession and have taken many precautions to safeguard it. We continually evaluate and modify our practices and internal controls to enhance the security and privacy of your personal information.

- OTHER IMPORTANT INFORMATION -

1. Placing a Fraud Alert.

You may place an initial 90-day "Fraud Alert" on your credit files, at no charge. A fraud alert tells creditors to contact you personally before they open any new accounts. To place a fraud alert, call any one of the three major credit bureaus at the numbers listed below. As soon as one credit bureau confirms your fraud alert, they will notify the others.

Equifax

P.O. Box 105069
Atlanta, GA 30348
www.equifax.com
1-800-525-6285

Experian

P.O. Box 2002
Allen, TX 75013
www.experian.com
1-888-397-3742

TransUnion LLC

P.O. Box 2000
Chester, PA 19016
www.transunion.com
1-800-680-7289

2. Consider Placing a Security Freeze on Your Credit File.

If you are very concerned about becoming a victim of fraud or identity theft, you may request a "Security Freeze" be placed on your credit file. A security freeze prohibits, with certain specific exceptions, the consumer reporting agencies from releasing your credit report or any information from it without your express authorization. You may place a security freeze on your credit report by sending a request in writing, by mail, to all three nationwide credit reporting companies. To find out more on how to place a security freeze, you can use the following contact information:

Equifax Security Freeze

P.O. Box 105788
Atlanta, GA 30348
<https://www.freeze.equifax.com>
1-800-685-1111

Experian Security Freeze

P.O. Box 9554
Allen, TX 75013
<http://experian.com/freeze>
1-888-397-3742

TransUnion Security Freeze

P.O. Box 2000
Chester, PA 19016
<http://www.transunion.com/securityfreeze>
1-888-909-8872

3. Obtaining a Free Credit Report.

Under federal law, you are entitled to one free credit report every 12 months from each of the above three major nationwide credit reporting companies. Call **1-877-322-8228** or request your free credit reports online at **www.annualcreditreport.com**. Once you receive your credit reports, review them for discrepancies. Identify any accounts you did not open or inquiries from creditors that you did not authorize. Verify all information is correct. If you have questions or notice incorrect information, contact the credit reporting company.

4. Additional Helpful Resources.

Even if you do not find any suspicious activity on your initial credit reports, the Federal Trade Commission (FTC) recommends that you check your credit reports periodically. Checking your credit report periodically can help you spot problems and address them quickly.

If you find suspicious activity on your credit reports or have reason to believe your information is being misused, call your local law enforcement agency and file a police report. Be sure to obtain a copy of the police report, as many creditors will want the information it contains to absolve you of the fraudulent debts. You may also file a complaint with the FTC by contacting them on the web at www.ftc.gov/idtheft, by phone at 1-877-IDTHEFT (1-877-438-4338), or by mail at Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580. Your complaint will be added to the FTC's Identity Theft Data Clearinghouse, where it will be accessible to law enforcement for their investigations. In addition, you may obtain information from the FTC about fraud alerts and security freezes.

For Maryland Residents:

You may obtain information about avoiding identity theft from the Maryland Attorney General's Office:

Office of the Attorney General of Maryland
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
Telephone: 1-888-743-0023
www.oag.state.md.us/Consumer

For North Carolina Residents:

You may obtain information about preventing identity theft from the North Carolina Attorney General's Office:

Office of the Attorney General of North Carolina
Department of Justice
9001 Mail Service Center
Raleigh, NC 27699-9001
Telephone: 877-566-7226
www.ncdoj.gov/